Missouri Department of Health and Senior Services
Patient Abstract System Reporting Application (PASRA)
Quick Start Guide   (Revised 11/09/2020)

Below are the requirements and directions for using the Patient Abstract System Reporting Application known as, "PASRA".   If you have difficulties at any point, please feel free to contact the following analysts by telephone or email:

PASRA Help Desk:

   Tanner Turley   Telephone: (573) 522-1483 or Email: Tanner.Turley@health.mo.gov

Minimum System Requirements:
- A stable Internet connection (56K or faster connection).
- An Internet Browser
- The capability of generating an **ASCII text** document that meets the required file specifications (see section below – **Data Formatting Requirements**).

Data Formatting Requirements:
Please review the State regulations, which are available at
https://s1.sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c10-33.pdf -- see pages 3 through 5. File specifications requirements may be viewed from the "Documentation" link located on the PASRA home page https://health.mo.gov/PS10/index.php or by clicking on the following link:
http://health.mo.gov/data/pdf/paslayout.pdf . Uploaded data must be in ASCII text file format and must meet the specified requirements relative to **Position, Field Length, Format, Justification, Coding, etc.**

Security:
For security, we utilize HTTPS (Hypertext Transfer and Cryptographic Protocol), combined with User ID and password-protected access. It is the user's responsibility to protect the confidentiality of their password.

How to login to PASRA:

1. Obtain your password by sending an email request to: patricia.tighe@health.mo.gov
2. Go to the PASRA website: https://health.mo.gov/PS10/index.php
3. Enter at least three letters of the name of your facility in the appropriate box.
4. When you see your facility's name in the list, select it with your mouse.
5. Enter your assigned password.
6. Click on the Submit button.
7. If you do not find your facility's name in the listing or need assistance, contact the PASRA help desk.

How to upload (send) your data through PASRA:

1. Click on the down arrow located in the box labeled "Make a Selection".
2. Select "Upload/Update."
3. Click on the down arrow located in the box labeled "Select a Quarter."
4. Select the Quarter that represents the time period of your data set.
5. Click on the down arrow located in the box labeled "Select a Year."
6. Select the Year that represents the time period of your data set.
7. Click on the Browse button and locate the file you want to upload/send. This file must be stored in a directory at your facility that can be accessed by PASRA.
8. Click on the Submit button. When the submit button is selected, the "Validator" will begin processing your data set.

PAS Format/Content Validator

The PASRA web application has a built-in format/content validator. This validation logic has been programmed based on the State's Regulation related to Patient Abstract Data Reporting and PASRA system requirements.

> When the validator processes your file, one of two events will occur:
>   i.   You may receive an error report.
>   ii.   Your submittal will be found to be without error or error rates that fall below the 1% and in some cases 10% allowable thresholds. In this case, you will see a message on the screen telling you that your upload was successful.

1. Submitted files will be checked for formatting errors first.
   If the file is not in ASCII Text format (*.txt), the validator will stop and you will see a message on the screen asking you to upload an ASCII text file. This will continue until the file is in the correct format. Excel and Zip files are not acceptable formats. Please format your data to the required ASCII text file specifications before attempting to upload the file through the PASRA site. If you need assistance, contact the PASRA help desk.

2. Once the system has verified that your file is in the correct format, the system will check the file for a missing or invalid provider identifier. The provider identifier in your file must match the provider identifier we have assigned to your facility. The Provider Identifier we assigned to your facility helps us link your facility to the data you are attempting to submit. For patient abstract data reporting, the provider identifier assigned to your facility will not be the same as your NPI or your Tax Identification number. The correct provider identifier begins with the numbers 26, is followed by four numbers and then is followed by four spaces for a total width of 10. Call the help desk if you do not know your provider identifier. If any of the records in your text file do not contain the correct State assigned Provider Identification Number (26####   ), the validation process will stop and you will see an error message on your screen stating, "Invalid Provider Identifier in file". This message indicates the provider identification number in your file does not match the Department's master file. If you receive this message, select 'logoff' to exit PASRA, make the necessary corrections to your data, and then log back in to resubmit your data. If you cannot resolve the issue, you may need to contact the software vendor who creates your report or have them contact us.

3. Once the system has validated the file format and provider identifier, the remaining contents of the file will be validated. The system will let you know that the file is either accepted or else rejected due to an excess number of errors. The PASRA web application will generate an error report for your review. It will display on your PASRA screen. Errors that exceed the 1% threshold or in some cases 10% threshold, must be corrected and the updated file resubmitted. For more detail about the errors (definitions and allowed error rates), please click on the tab labeled, "Definitions". This tab is located on the PASRA home screen. If there are no errors, or the errors for any specified area do not exceed the threshold, you will see a message on the screen that tells you your submission is successful. If you do not see a successful submission message on your screen, your submittal **did not** upload. In this case, select 'logoff' to exit PASRA, correct the errors listed on your error report, generate a new file for upload, then resubmit your data file. When the data is free of errors or errors are below the maximum error rate, the file will upload to the State and a message similar to the following will be displayed on your PASRA screen.


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Successful Submission!
729 (A Records) submitted.
729 (C Records) submitted.
0 (B Records) submitted
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Printing/Reading Your Error Report

1. Click the hyperlink labeled "Printer-Friendly Version" to print the error report. Use the error report to review and make corrections to your text file. To locate a record that needs correction, look at the numbers that precede each error description. One of the numbers should serve as a key to locate the record in your data file or billing system. The second number displayed in parenthesis represents a patient's visit. It is known as the ***Medical/Health Record Number***.

2. Please note a record can have more than one error. Each error will be separated with a comma. If you do not understand the error message, click on the Definitions tab located on the PASRA screen. When all errors have been corrected, log back into PASRA and resubmit your data. The main errors that should be corrected are the errors that have exceeded the 1% or in some cases 10% threshold. Errors that are summarized at the top of your error report (displayed in red font) must be addressed in order for your data submittal to be successful. The detail section of your error report shows every error that was found. Always keep a copy of your error report for your records.

How to view previous uploads:

1. Login to the PASRA system.
2. Click on the down arrow located in the box labeled "Make a Selection."
3. Select "View Prior Submissions."
4. If data has been *successfully* uploaded to DHSS through PASRA, a message will display on your PASRA upload screen. The listing will include details regarding the data set's time period (quarter and year).